



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	DEMOGRAPHIC ANALYST/PLANNER
3	<b>Posting Number</b>	PN# 110802
4	<b>Department</b>	PLANNING AND DEVELOPMENT
5	<b>Division</b>	PUBLIC POLICY ANALYSIS
6	<b>Section</b>	
7	<b>Reporting Location</b>	611 WALKER 6 <sup>TH</sup> FLOOR
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
*Subject to change		
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Assists in obtaining and cleaning quantitative and qualitative data from a variety of sources. Maintains and updates multiple databases and organizes them into an interrelated set of data. Responsible for assisting/updating/managing an extensive system of data, and for analyzing data and converting it into useable information that supports local planning, research and policy efforts. Ability to create new information from raw data and to develop creative ways of looking at, presenting and applying the information. Perform research and statistical analysis to support advocacy and evaluation activities. Must be comfortable working with a variety of people, including policymakers, database managers, educators and others. Prepares visual presentations for internet, Power Point and/or hardcopy reports. Must be organized, able to meet deadlines and respond to new assignments.	
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> No experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering or closely related field and two (2) years of related experience may be substituted for the education requirement.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Extremely strong database manipulation skills (access) and experience with GIS (ArcView, ArcMap, etc.,) and ability to generate technical reports using SAS or SPSS. Excellent writing, analytic, quantitative and communication skills. Academic, research and investigative skills. Attention to details and ability to work under tight deadline pressures.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The average salary range is: <div>Salary Range - Pay Grade 16 \$1,242 - \$1,548.47 Biweekly      \$32,292 - \$40,248 Annually</div>	
18	<b><u>OPENING DATE</u></b> May 31, 2006	
19	<b><u>CLOSING DATE</u></b> Open Until Filled	
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD phone number is 713-837-9496.	
An equal opportunity employer		